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From: Khan, Annie (DPH)
Sent: Thursday, March 04, 2010 6:07 PM
To: Bucci, Jeremy (SUF)
Subject: RE: Device calibration

Hi Jeremy,

I have received some motions for the GC/MS instrumental model and serial#. I can easily provide that info to any of the chemist, if needed. As for the maintenance, calibration and etc., no one has officially requested this info but, we are asked about it on the stand. The training manuals for the instruments consist of a few books that come with the instrument. I can refer the d/c to a website to obtain the manuals or they can call the company (for a price the company may provide a copy.)

I will draft out an official letter to address the QC/QA protocols for the lab for the instruments and the manuals. And maybe we can use this document for future motions. I guess I have some home work for over the weekend. (haha)

Let me know if there are anything specific you would like to address in this document.

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From: Bucci, Jeremy (SUF)
Sent: Wednesday, March 03, 2010 3:12 PM
To: Khan, Annie (DPH)
Subject: Device calibration

Hi Annie,

One of our ADA's received a motion for: "documentation of the accuracy and maintenance of the testing device, including make, model and year of device, maintenance protocol, calibration history, accuracy history including false history and instructions and training materials related to the device".

Has the lab recieved any motions like this? Are there attorney's for the lab that are answering motions like this? If you guys have had some of these motions is there an easy way to respond to these motions, such as a printout?

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